



## REQUEST FOR ASSISTANCE (RFA) INTAKE INTERVIEW LOG

<b>Date:</b> 10 3 12	<b>Interviewer:</b> Laura Eckert	<b>RFA #12 – 19</b>
<b>Person(s) Requesting Assistance:</b> [REDACTED]		
<b>Contact Numbers (telephone, e-mail, etc.):</b> [REDACTED]		
<b>Status of Person(s) Interviewed (title, position, student status, etc.):</b>		
<b>Requested Assistance Pertaining To (name, position, policy, project, etc.)</b>		

To the best of your knowledge, please fill out the following:

Interviewee Status:      Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐  
 Respondent (if app.):      Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

**Complaint Category:** *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
10 3 12	Intake interview	[REDACTED] expressed concern with [REDACTED], feels she has been treated differently than colleagues on some issues, unsure if it is related to race or gender. LE discussed role of EOO, possible options, burden on [REDACTED] to show some connection between alleged differential treatment and protected category.
10 5 12	t/c LE to [REDACTED]	Left message, please call to talk about next steps
	[REDACTED] out for surgery	
11 16 12	email to [REDACTED]	Hope you are doing well, please call when you are feeling up to it and if you want to pursue concerns with EOO.

**Resolution of Complaint Process:**

<input type="checkbox"/> Resolved to Complainants Satisfaction [R]	<input type="checkbox"/> Unresolved [U]
<input type="checkbox"/> Transitioned to Formal Complaint [F]	<input type="checkbox"/> Referred to another University Office [REF]